

Betsie Valley District Library Board Meeting Agenda
Feb. 9, 2021

Call to Order:

Roll Call:

Approval of Agenda:

Communications:

Approval of Minutes:

Treasurer's Report:

Librarian's Report:

OLD BUSINESS:

1. Anne Kaminski, position renewal February 2021 _____
2. Community Conversation – Thompsonville's Diamond Crossing Historical Marker Site; Zoom Meeting to be held on Monday, Feb. 15, 2021 at 1PM
Meeting ID: 839 7619 0323
Passcode: 399303
Providing an update on the negotiations to purchase the depot, discuss potential development interest for the site, seek feedback and identify interested parties who wish to work together on a potential project.
3. _____
4. _____
5. _____

NEW BUSINESS:

1. Guerra registered Library staff at Benzie-Leelanau Health Department for Covid19 vaccination waitlist
2. _____
3. _____
4. _____
5. _____

Public Comment:

Adjournment

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Betsie Valley District Library Board Meeting Minutes

January 12, 2021

Julie Lonn, President, representing Weldon Township (virtual); Richard Hitchingham, Treasurer, representing Springdale Township (virtual); Marlene Robinson, Secretary, representing Cleon Township (virtual); Sally Bobek, Trustee, representing Weldon Township (virtual); and Librarian, Michelle Guerra (virtual). Absent: Empty seat for Colfax Township representative; Anne Kaminski, Vice-President, representing Cleon Township; Michele Lonoconus, Trustee, representing Colfax Township; Theol Wasco, Trustee, representing Springdale Township.

CALL TO ORDER: 6:03 PM

APPROVAL OF AGENDA: Hitchingham made a motion to approve the January agenda with the addition of "new memory library packets" in New Business. Robinson seconded. All ayes -- motion passed.

COMMUNICATIONS: None.

APPROVAL OF MINUTES: Bobek made a motion to accept the December 2020 meeting minutes. Hitchingham seconded. All ayes -- motion passed.

TREASURER'S REPORT: Hitchingham presented the Operating Statement, the Balance Sheet, and the Check Detail report with the expenses paid since the last meeting. Hitchingham reported that we are now starting to get tax money. He reported that our Balance Sheet totals show all activity through December. He noted that the Check Detail sheet shows no unusual expenditures. Robinson made a motion to accept the January 2021 Treasurer's Report and pay pending bills until audited. Bobek seconded. All ayes -- motion passed.

LIBRARIAN'S REPORT: Guerra presented the December 2020 Librarian's Report. Overdrive and in person attendance are steady. Many patrons need the computers to find unemployment sites. Patrons are being very respectful about calling and making appointments. The librarians posted a holiday story hour and plan to create another story hour soon. They will begin to create programs for the Betsie Valley Elementary School students. The Stem kits are catalogued and are ready to be checked out.

OLD BUSINESS:

BOARD MEMBERS TERM RENEWAL INFORMATION - Guerra received information from the Colfax Township Board Clerk, Audrey Swisher, that Michelle Lonoconus has been approved as one of the BVDL Library Board Representatives for another 4-year term (until 2025). Guerra

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reminded us that Kaminski's renewal is due in February 2021 and Hitchingham's renewal is due in May 2021.

NEW BUSINESS:

CAMERA DONATION - Guerra reported that Lauren Johnson, the daughter of Cindi and Alan Helisek donated a Minolta camera (with accessories) to the library. Guerra sent her a thank you letter and also sent a thank you note to her parents because the donation was made in their name. Guerra says that this camera will be very useful for events and for recording programs.

MEMORY PACKET PURCHASE - Guerra let us know that the library now has themed photo packets that are meant to help stimulate parents, grandparents, or other people with history to remember events in their lives and create conversation. The packets will be for use only with our local library patrons.

PUBLIC COMMENT: None.

ADJOURNMENT: A motion for adjournment was made by Hitchingham and seconded by Bobek. All ayes - motion passed. Meeting adjourned at 6:24 p.m.

Submitted for approval by,

Marlene Robinson, Secretary
Betsie Valley District Library Board

Next meeting is Tuesday, February 9, 2021, at 6:00 p.m.

Betsie Valley District Library January 2021 Report

The total patron count for January 2021 was 205. On June 29, 2020, the Library opened up for patrons to be able to do in-person visits to select materials, for computer use, and to come in for copy, fax and printing services, as well as offering curbside service. Library staff are following the BVDL's Covid19 Pandemic Reopening Policy and BVDL Covid 19 Exposure, Prevention, Preparedness, Response Plan. Staff are following the CDC's guidelines for PPE and disinfecting the Library's surfaces. In addition, we are asking patrons to wear masks if medically capable and to use social distancing. On November 18, 2020, due to the rise in area cases, we began asking patrons to make appointments for material selection, service sessions and computer use. We are maintaining our Covid19 Reopening protocols to continue to serve our community safely and resourcefully!

Patron usage of the Library during January 2021:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Others</u>	<u>Total Patrons</u>
20	41	29	59	56	205

****Please note that the Other Category includes anyone outside our service area of the four townships (Cleon, Colfax, Springdale, and Weldon). Other can include for example Benzonia, Traverse City, etc. and includes other libraries' patrons requesting books from our library through interlibrary loan.**

Overdrive Patrons:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Benzie Co. (Other)</u>	<u>Manistee Co. (Other)</u>	<u>Total</u>
1	1	3	7	2	0	14

Materials (totaling 287) borrowed during the month were as follows:

<u>Fic/ Adult</u>	<u>Fic/Juv.</u>	<u>NonF/ Adult</u>	<u>NonF/ Juv.</u>	<u>Videos</u>	<u>Mags</u>	<u>Audio</u>	<u>CDROM</u>
146	41	11	14	AD: 56 J: 11	AD: 0 J: 0	AD: 6 J: 1	AD: 0 J: 1

Additional Information: We had 1 new patrons signed up for Library accounts in January 2021.

We had WIFI 29 users and 40 Library computer users during January 2021.

Overdrive (Up North Digital Usage)

January 2021: 14 BVDL patrons used Up North Digital on 59 visits, checking out 75 items (48 EBooks, 27 EAudiobooks).

LIBRARY HAPPENINGS:

*****Because of the Library's closure, we have postponed Don and Cecelia visiting with their service dogs. When we reopen, Don and Cecelia Williams plan on visiting with their service dogs on the third Wednesday of the month at from 5-6PM at the Library. We are trying to get the word out about this wonderful program, please pass the word! Reading with the therapy dog is a great way for beginning readers and children who have reading difficulties to build their reading skills as well as their confidence.**

*****During these unprecedented times, we are striving to encourage our patrons to utilize our online**

Betsie Valley District Library January 2021 Report

resources. We are also encouraging Benzie or Manistee county residents to sign up for a library account if they do not have one so that they can also utilize those services. The Betsie Valley District Library is currently offering many services to our area community. We offer WIFI 24/7 outside of the building. We are encouraging our patrons to utilize our online resources through the Up North Digital online service, where they can download Ebooks, EAudiobooks and movies.

***We wish to thank the Friends of the Betsie Valley District Library for helping the Betsie Valley District Library to be able to participate in the Born to Read Program. If you know of any families with a newborn, please have them come and pick up their Born To Read bag at the Library.

***Please pass the word to all of our area families to please come and pick up their Power Book Bags at the Library! All children to teens can pick six books to keep and will receive a PoWer Book Bag! We are so proud to say that we had over 75 children and teens receive PoWer Book Bags, please pass the word! We do have a few books left, please pass the word!

***We presented our January Giggles Story Hour online, please go to the BVDL's youtube channel and check it out! We will continue to work on our online programs.

***Thanks to a collaborative effort by Traverse Area District Library, Newton's Road and funding from the Institute of Museum and Library Services, STEM kits are coming to local libraries, including the Betsie Valley District Library! We have been working on getting them catalogued and they are now available for check out-please pass the word!

***The Betsie Valley District Library is now offering Reminiscence Therapy Library Packs, (Summer, Autumn, Winter and Spring), each kit includes a DVD and Photo/Activity Cards for loved ones with Dementia and also for their caregivers. This new collection of materials is oriented specifically toward dementia patients. These four unique Memory Care Kits are designed to trigger special memories of life experiences and encourage interaction between patients and caregivers.

Each of the kits, contains a DVD, Photo cards and activity cards. Each kit has a different theme, including Spring, Summer, Autumn and Winter. The kits can be checked out for two weeks.

See the available Memory Care Kits and their contents below:

Spring: DVD includes segments on Flowers, Butterflies and Moths, Birds, Animal Babies, and Bonus Video: Easter.

32 Double-sided Photo cards with the Flowers, Butterflies and Moths, Birds, Animal Babies Themes.

8 Double-sided Spring Reminiscence Activity Cards.

Betsie Valley District Library January 2021 Report

Summer: DVD includes segments on A Day at the Beach, Boats, Classic Cars, Fishing, and Fruits and Vegetables.

32 Double-sided Photo cards with the A Day at the Beach, Boats,

Classic Cars, Fishing, and Fruits and Vegetables Themes.

8 Double-sided Summer Reminiscence Activity Cards.

Autumn: DVD includes segments on Harvest, Fall Colors, Back to School and Preserving, and Autumn Mix.

32 Double-sided Photo cards with the Harvest, Fall Colors, Back to School and Preserving Themes

8 Double-sided Summer Reminiscence Activity Cards.

Winter: DVD includes segments on Fun With Snow, In the Kitchen, Winter Wonderland, Home for the Holidays, and Winter Mix.

32 Double-sided Photo cards with the Fun With Snow, In the Kitchen, Winter Wonderland, Home for the Holidays Themes.

8 Double-sided Winter Reminiscence Activity Cards

Click on our catalog link on our website:

www.betsievalleydistrictlibrary.org and type in "Memory Kits" in the subject search field to read about the kits and to reserve your kit, or call the Library at 231-378-2716.

Please pass the news!

***We will be working on our next month's online story hour and celebrating March's theme of Read Across America! We will be challenging area children to read 5 books in March to receive a bag of "Cat in the Hat" goodies!

Betsie Valley District Library
Operating Statement
October 2020 through January 2021

	Oct 20	Nov 20	Dec 20	Jan 21	TOTAL
Ordinary Income/Expense					
Income					
Local					
Tax					
Cleon	0.00	0.00	1,925.40	3,482.81	5,408.21
Springdale	0.00	0.00	806.94	6,187.56	6,994.50
Weldon	0.00	0.00	5,294.92	8,508.10	13,803.02
Total Tax	0.00	0.00	8,027.26	18,178.47	26,205.73
Grants	250.00	0.00	0.00	0.00	250.00
Donations					
Patron, etc.	169.15	42.42	12.91	7.50	231.98
Total Donations	169.15	42.42	12.91	7.50	231.98
Fines					
Book	20.40	0.20	0.00	0.00	20.60
Total Fines	20.40	0.20	0.00	0.00	20.60
Services					
Computer Copies	0.00	12.25	6.00	0.00	18.25
Copy Machine	32.90	15.10	17.60	15.90	81.50
Fax	23.00	24.00	27.00	12.00	86.00
Total Services	55.90	51.35	50.60	27.90	185.75
Interest	0.40	11.01	5.25	5.57	22.23
Total Local	495.85	104.98	8,096.02	18,219.44	26,916.29
Total Income	495.85	104.98	8,096.02	18,219.44	26,916.29
Gross Profit	495.85	104.98	8,096.02	18,219.44	26,916.29
Expense					
Wages and Benefits					
Salaries and Wages	4,407.50	3,997.75	4,025.13	4,145.75	16,576.13
Social Security/Medicare	337.18	305.81	307.91	317.15	1,268.05
Total Wages and Benefits	4,744.68	4,303.56	4,333.04	4,462.90	17,844.18
Furniture and Equipment	1,158.00	0.00	149.99	0.00	1,307.99
Library Materials					
Books	1,165.21	226.36	625.98	195.50	2,213.05
E Books	0.00	0.00	0.00	700.99	700.99
Subscriptions	0.00	409.80	15.99	0.00	425.79
Videos/DVD	52.90	0.00	58.48	0.00	111.38
Electronic Access					
Internet Access Fee	228.96	79.90	79.90	79.90	468.66
Software	0.00	168.00	0.00	0.00	168.00
Total Electronic Access	228.96	247.90	79.90	79.90	636.66
Total Library Materials	1,447.07	884.06	780.35	976.39	4,087.87
Maintenance & Repair	0.00	405.00	50.00	224.74	679.74
Postage & Delivery					
Delivery In	3.27	2.19	19.85	2.14	27.45
Postage	0.00	55.00	0.00	0.00	55.00
Total Postage & Delivery	3.27	57.19	19.85	2.14	82.45

Betsie Valley District Library
Operating Statement
October 2020 through January 2021

					Oct 20	Nov 20	Dec 20	Jan 21	TOTAL
				Promotion					
				Activities					
				Youth	59.09	0.00	0.00	0.00	59.09
				Total Activities	59.09	0.00	0.00	0.00	59.09
				Total Promotion	59.09	0.00	0.00	0.00	59.09
				Supplies	219.05	169.41	212.39	184.65	785.50
				Utilities					
				Electric	62.19	100.48	94.85	0.00	257.52
				Gas	0.00	182.59	0.00	525.89	708.48
				Telephone	52.51	56.16	52.80	178.58	340.05
				Total Utilities	114.70	339.23	147.65	704.47	1,306.05
				Total Expense	7,745.86	6,158.45	5,693.27	6,555.29	26,152.87
				Net Ordinary Income	-7,250.01	-6,053.47	2,402.75	11,664.15	763.42
				Net Income	-7,250.01	-6,053.47	2,402.75	11,664.15	763.42

Betsie Valley District Library Balance Sheet

					Jan 31, 21	Dec 31, 20	\$ Change
ASSETS							
	Current Assets						
	Checking/Savings						
		Checking Acct.		15,098.51	21,011.27	-5,912.76	
		Savings		111,153.53	92,934.97	18,218.56	
		Petty Cash		54.55	66.15	-11.60	
		Total Checking/Savings		126,306.59	114,012.39	12,294.20	
	Other Current Assets						
		Prepaid Expense		233.25	233.25	0.00	
		Total Other Current Assets		233.25	233.25	0.00	
		Total Current Assets		126,539.84	114,245.64	12,294.20	
	Fixed Assets						
		Library Building		300,213.00	300,213.00	0.00	
		Leasehold Improvements		13,011.00	13,011.00	0.00	
		Furnishings and Equipment		28,984.46	28,984.46	0.00	
		Total Fixed Assets		342,208.46	342,208.46	0.00	
		TOTAL ASSETS		468,748.30	456,454.10	12,294.20	
LIABILITIES & EQUITY							
	Liabilities						
	Current Liabilities						
		Accounts Payable					
		Accounts Payable		2,120.73	1,193.58	927.15	
		Total Accounts Payable		2,120.73	1,193.58	927.15	
		Other Current Liabilities					
		Accrued Payroll Liabilities		1,117.60	1,414.70	-297.10	
		Total Other Current Liabilities		1,117.60	1,414.70	-297.10	
		Total Current Liabilities		3,238.33	2,608.28	630.05	
		Total Liabilities		3,238.33	2,608.28	630.05	
	Equity						
		Retained Earnings		376,075.04	376,075.04	0.00	
		Fund Balance - Unrestricted		46,468.93	46,468.93	0.00	
		Investment in Gnrl Fixed Assets		41,617.00	41,617.00	0.00	
		Opening Bal Equity		585.58	585.58	0.00	
		Net Income		763.42	-10,900.73	11,664.15	
		Total Equity		465,509.97	453,845.82	11,664.15	
		TOTAL LIABILITIES & EQUITY		468,748.30	456,454.10	12,294.20	

Betsie Valley District Library
Check Detail
January 13 through February 9, 2021

Num	Date	Name	Account	Paid Amount
28883	01/15/2021	Guerra, Michelle A	Checking Acct.	
			Salaries and Wages	-1,044.75
			Federal Withholding	56.00
			Social Security/Medicare	-64.78
			Social Security	64.78
			Social Security	64.78
			Social Security/Medicare	-15.15
			Medicare	15.15
			Medicare	15.15
			MI-Withholding	44.37
TOTAL				-864.45
28884	01/15/2021	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-580.50
			Federal Withholding	50.00
			Social Security/Medicare	-35.99
			Social Security	35.99
			Social Security	35.99
			Social Security/Medicare	-8.42
			Medicare	8.42
			Medicare	8.42
			MI-Withholding	16.24
TOTAL				-469.85
28885	01/15/2021	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-379.75
			Salaries and Wages	-54.25
			Federal Withholding	50.00
			Social Security/Medicare	-26.91
			Social Security	26.91
			Social Security	26.91
			Social Security/Medicare	-6.29
			Medicare	6.29
			Medicare	6.29
			MI-Withholding	18.53
TOTAL				-332.27
	01/25/2021	Dollar General Store	Petty Cash	
			Supplies	-5.00
			Supplies	-7.00
TOTAL				-12.00
dc012521	01/25/2021	Zoom Video Communicatio...	Checking Acct.	
INV64746001	01/23/2021		Telephone	-29.99
TOTAL				-29.99
dc012721	01/27/2021	Amazon	Checking Acct.	
4066658	01/26/2021		Maintenance & Repair	-74.74
TOTAL				-74.74

02/06/21

Betsie Valley District Library
Check Detail
 January 13 through February 9, 2021

Num	Date	Name	Account	Paid Amount
28886	01/31/2021	Guerra, Michelle A	Checking Acct.	
			Salaries and Wages	-934.50
			Salaries and Wages	-231.00
			Federal Withholding	68.00
			Social Security/Medicare	-72.26
			Social Security	72.26
			Social Security	72.26
			Social Security/Medicare	-16.90
			Medicare	16.90
			Medicare	16.90
			MI-Withholding	49.47
TOTAL				-958.87
28887	01/31/2021	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-549.00
			Federal Withholding	50.00
			Social Security/Medicare	-34.04
			Social Security	34.04
			Social Security	34.04
			Social Security/Medicare	-7.96
			Medicare	7.96
			Medicare	7.96
			MI-Withholding	14.88
TOTAL				-442.12
28888	01/31/2021	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-372.00
			Federal Withholding	50.00
			Social Security/Medicare	-23.06
			Social Security	23.06
			Social Security	23.06
			Social Security/Medicare	-5.39
			Medicare	5.39
			Medicare	5.39
			MI-Withholding	15.81
TOTAL				-277.74
eftps020921	02/09/2021	United States Treasury	Checking Acct.	
			Federal Withholding	-324.00
			Social Security	-257.04
			Social Security	-257.04
			Medicare	-60.11
			Medicare	-60.11
TOTAL				-958.30
eftps021521	02/09/2021	AcenTek	Checking Acct.	
11781087	02/01/2021		Internet Access Fee	-59.95
			Internet Access Fee	-14.95
			Internet Access Fee	-5.00
			Telephone	-41.10
TOTAL				-121.00

02/06/21

Betsie Valley District Library
Check Detail
 January 13 through February 9, 2021

Num	Date	Name	Account	Paid Amount
28889	02/09/2021	Applied Imaging, Solution ...	Checking Acct.	
1673096	01/21/2021		Supplies	-54.71
			Supplies	-16.63
			Delivery In	-2.14
TOTAL				-73.48
28890	02/09/2021	Baker & Taylor Books	Checking Acct.	
2035708999	01/06/2021		Books	-104.87
2035731563	01/18/2021		Books	-10.25
			Books	-18.80
TOTAL				-133.92
28891	02/09/2021	Blarney Castle Oil Co.	Checking Acct.	
12831487-IN	01/11/2021		Gas	-519.89
			Gas	-6.00
TOTAL				-525.89
28892	02/09/2021	Gale/ CENGAGE Learning	Checking Acct.	
72846755	01/07/2021		Books	-61.58
TOTAL				-61.58
28893	02/09/2021	Good Housekeeping Maga...	Checking Acct.	
Yearly Subscription	12/21/2020		Subscriptions	-32.99
TOTAL				-32.99
28894	02/09/2021	Mid Michigan Library League	Checking Acct.	
12878	01/08/2021		E Books	-700.99
TOTAL				-700.99
28895	02/09/2021	TransWorld Network, Corp.	Checking Acct.	
15003102-0234	01/25/2021		Telephone	-11.16
TOTAL				-11.16